

**INDIVIDUAL RULES OF PRACTICE IN CRIMINAL CASES**  
**DENISE COTE, UNITED STATES DISTRICT JUDGE**

**Chambers**

United States District Court  
Southern District of New York  
500 Pearl Street, Room 1040  
New York, New York 10007  
(212) 805-0202

**Courtroom 11B**

500 Pearl Street  
Gloria Rojas  
Courtroom Deputy Clerk  
(212) 805-0097

**ECF CASES**

1. Counsel are required to register in accordance with the Procedures for Electronic Case Filing within one week following the initial pretrial conference. Counsel can access the Court's web site: [www.nysd.uscourts.gov](http://www.nysd.uscourts.gov) and click on CM/ECF Home Page for complete instructions on how to register.

**COMMUNICATIONS**

1. Except for urgent matters requiring **immediate** attention, all communication with the Court should be in **writing** and must contain the docket number for the case and the Court's initials (DLC).

**SUBSTITUTION OF COUNSEL**

2. When there is a substitution of defense counsel, counsel of record must contact the Deputy Clerk to schedule a conference. At the conference, the Court will address the application by defense counsel to be relieved. The defendant, replacement counsel and the A.U.S.A. must also attend the conference.

**MOTIONS**

3. In making discovery motions, counsel are expected to comply with Southern District Local Criminal Rule 16.1. Any discovery motion must contain the Rule 16.1 affidavit.

**GUILTY PLEAS**

4. Defense counsel are expected to have reviewed any plea, cooperation or other agreement -- if necessary, with the assistance of an interpreter -- with the defendant prior to the time set for the conference with the Court.

**SENTENCES**

5. Any request for an adjournment of sentence should be made in writing as early as possible, but no later than three business days before the date at issue. Such requests should state whether opposing counsel consents.